

City of Mattoon, Illinois

Job Description

Title: Meter Reader I
Classification: FLSA Nonexempt; Represented by AFSCME Bargaining Unit
Compensation Range: Per Current Collective Bargaining Agreement

POSITION SUMMARY:

This is an entry-level position that performs tasks associated with the collection of water meter data by computer; turning water service on and off; and the care and maintenance of the City's water meters, meter tiles, rims and lids, and all appurtenances associated with meter settings. This work involves exposure to all weather conditions, physical exertion and a large degree of interaction with the general public. Employees of this class are expected to perform tasks with little or no supervision, accurately collect meter readings in a timely manner and to courteously and respectfully interact with water and sewer customers. This position is subject to afterhours call-back in emergency situations.

ESSENTIAL DUTIES:

Technical: Performs a variety of tasks in the collection of the City's water meter data, such as: documentation of meter readings, meter serial numbers, size, make, model and other data associated with customer accounts. This requires a great level of attention to detail as well as basic computer skills. This position utilizes a laptop computer as well as a hand held computer device. Also a utility locator for marking water and sewer lines. Maintain inventory of meters, tiles, rims and lids and order replacements when needed.

Communication: Communicates with other City employees in order to receive assignments, obtain supplies and equipment, learn of or inform others of operational changes and discuss maintenance and safety needs and requirements. Communicates with supervisory personnel regarding status of assigned work and complaints or concerns from the general public.

Manual/Physical: Performs a variety of tasks in the maintenance of water meters and meter settings, such as: the removal and installation of meters and other meter reading equipment, maintenance of meter tiles, rims and lids and landscaping around meter settings. Performs duties at different elevations including working overhead and underground, requiring the ability to bend and stretch without difficulty. Uses the ability of sight, sound, smell and feel to determine if equipment and/or processes are functioning properly. Performs tasks in small, cramped spaces. Performs duties which require climbing, standing and walking on steep grades. Performs tasks using a variety of hand tools, including the repetitive use of a wrench in unlocking and locking meter lids. Performs tasks below ground surface in both permanent installations and excavations. Must often perform duties in wet and muddy conditions. Must often perform duties outside in all weather conditions including extreme heat and cold, thunderstorms, heavy rains and snows and ice storms. Must be able to perform tasks independently. The performance of these tasks requires a considerable degree of dexterity and physical exertion, with the ability to lift and move or transport items weighing up to 100 pounds and to repetitively bend, crouch, squat, stoop and kneel.

Mental: Ability to accurately record meter data. Ability to comprehend and make logical inferences to work orders and instructions. Ability to read water meters and gages. Ability to recognize unsafe working conditions and equipment. Ability to read and interpret work and instruction orders, street addresses, sketches and distribution maps.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Occupational hazards and necessary safety precautions applicable to confined space, chemical hazards, lockout/tag out, eye and hearing protection, proper lifting technique, anti-fall protection, trenching and shoring, walkway safety and trip hazards, respirator use and personal protective equipment.
- Basic computer operations and utilization of meter reading software.

Skill in:

- Installation and maintenance of water meter materials, appurtenances, facilities and equipment.

Ability:

- To establish and maintain effective working relationships with fellow employees.
- To work independently with minimal supervision.
- To work with and assist other City employees in the performance of their duties.
- To provide input for improving operations and/or maintenance of facilities.
- To be available for afterhours call-back in emergency situations.

QUALIFICATIONS:

Requires a high school education or equivalent.

SPECIAL REQUIREMENTS:

Must possess, or be able to obtain and maintain, a valid Illinois Commercial Driver's License (CDL).

This job classification is subject to random drug and alcohol testing to comply with the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations 49 Code of Federal Regulations (CFR) Part 382.

PERFORMANCE EVALUATIONS:

An employee's performance is measured in accordance with the specifications of this job description.

EMPLOYMENT OPPORTUNITY

WATER METER READER Mattoon, Illinois

The City of Mattoon Finance Department is seeking applicants for an entry-level meter reader position. This position is represented by a collective bargaining agreement. The City offers medical and dental insurance plans for employees and dependents, and a retirement plan from the Illinois Municipal Retirement Fund. A person in this position must possess, or be able to obtain and maintain, a valid Illinois Commercial Driver's License (CDL). This job classification is subject to random drug and alcohol testing to comply with the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FCMSA) regulations 49 Code of Federal Regulations (CFR) Part 382. Submit an employment application, which may be obtained from the City Clerk's office, to: City of Mattoon, Attn: City Clerk, 208 N. 19th St., Mattoon, IL 61938. The City of Mattoon is an equal opportunity employer.